

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

SENIOR CONTRACTS OFFICER

Role Title: Procurement Officer II

Position #00196

Pay Band 5, Level II Hiring Range: \$42,614 - \$78,000

Closing Date: March 7, 2016

DMAS is seeking an experienced Contract Management professional to fill a Senior Contracts Officer position in the Division of Procurement and Contract Management. This position has delegated Contract Officer authorities and is responsible for the management of agency solicitations and contracts (primarily RFPs, IFBs and Sole Source procurements) for high dollar, large scale health care and related services throughout the contract life cycle including: issuance of solicitations; receipt and evaluation of proposals, including tabulation and analysis of cost proposals; offeror negotiations; award of contracts; and contract modifications, to ensure that all procurement are made in accordance with the Code of Virginia, the Agency Procurement and Surplus Property Manual, and other state and federal requirements. This position serves as a liaison with agency contract administrators regarding procurement policies and practices. The successful candidate must have considerable knowledge of the Virginia Public Procurement Act (VPPA), the Agency Procurement and Surplus Property Manual (APSPM), and experience using eVA. Must have experience in developing, negotiating, and managing large scale procurements (RFPs/IFBs) and possess strong contract technical writing skills. Must have demonstrated ability to work independently and with others; to communicate effectively, both orally and in writing; and work successfully with agency contracts and management staff, state agencies, and contractors. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Requires certification as a Virginia Contracting Officer (VCO), Certified Public Procurement Officer (CPPO), or Certified Professional Public Buyer (CPPB) and/or the ability to obtain a VCO within 12 months of hire. Graduation from an accredited college or university with major coursework in contract or federal acquisition management, business administration, public administration, accounting or a related field is preferred; extensive years of experience in procurement, contracting and contract may substitute. **Pursuant to Sections 2.2-3115 and 2.22-3115 of the Code of Virginia, this position has been designated to file a Statement of Economic Interests Form at the time of employment and semi-annually thereafter.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS **by 11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA